

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
CRIMINAL JUSTICE PROGRAMS
ANTI-DRUG ABUSE (ADA) PROGRAM – PERFORMANCE SITE VISIT**

Public Safety Branch- Drug Enforcement Section

GRANT NUMBER	GRANT AWARD PERIOD	GRANT AWARD AMOUNT
✓ DC 09-22-0480	7/01/09-6/30/10	\$381,837

PROGRAM NAME:	Anti-drug abuse Prosecution Program
PROJECT TITLE:	

(1) ADMINISTRATIVE AGENCY:	Solano County
(2) IMPLEMENTING AGENCY:	Solano County district Attorney's Office
(3) PROJECT DIRECTOR:	David W. Paulson, District Attorney
Address:	XXXXXXXXXXXXXXXXXXXX
Phone:	XXXXXXXXXX
(4) PROJECT COORDINATOR:	L. Kathryn Coffey, Assistant District Attorney
Alternate Contact (Designee):	Jason Aguirre, Accounting Technician
Date of Visit: April 26, 2010	Visit Conducted By: Becky Smart

PERSON(S) INTERVIEWED/CONTACTED DURING THE VISITATION

Date	Name	Title within Agency	Job Title (Project)
4/26/10	Kathy Coffey	Assistant DA	Routine Program
4/26/10	Jason Aguirre	Acct. Tech.	Routine Fiscal
	(see Sign in sheet)		

Signature of Cal/EMA Representative Conducting the Visit

Date

4/28/10

Signature of Section Chief

Date

4/28/10

2010_09-10_ADA Enforcement Team Program
Solano Site Visit Report.pdf

Scanned and sent to C. Sampang on

7/30/10

**ANTI-DRUG ABUSE PROGRAM
PERFORMANCE SITE VISIT FORM**

I. PROGRAMMATIC REVIEW

A. General

- | | YES | NO | N/A |
|--|-------------------------------------|--------------------------|--------------------------|
| 1. Does the project being visited fit within one of the following categories? (check only one) [✓] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | 2 nd Year; |
| <input type="checkbox"/> | 3 rd Year; |
| <input checked="" type="checkbox"/> | Over three years, (Please specify) <u>22</u> years. |

2. Operational Documentation

Does the project have current versions of the following:

- | | | | |
|--------------------------|-------------------------------------|--------------------------|--------------------------|
| a. Recipient Handbook | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Program Guidelines | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Grant Award Agreement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. Goals, Objectives, and Project Activities

(Review the project's responses to the goals, objectives, and activities of the Grant Award Agreement.)

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| a. Have there been any <u>significant changes</u> in how the project implements or sustains the objectives and activities of this program?
<i>(If yes, will a grant modification be required?)</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Is the project making satisfactory progress toward achieving it's goals and objectives?
<i>(If no, please explain.)</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. Progress Reporting

(Review the progress report format, content and submission requirements.)

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| a. Has the project submitted all required reports on time? <i>(If no, please explain.)</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Has the project kept accurate source documentation in support of statistical data on the progress report?
<i>(If no, please explain.)</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**ANTI-DRUG ABUSE PROGRAM
PERFORMANCE SITE VISIT FORM**

I. PROGRAMMATIC REVIEW (continued)

5. Programmatic Source Documentation

(Review documents maintained by the project that represents data submitted on quarterly progress reports.)

- | | YES | NO | N/A |
|--|-------------------------------------|--------------------------|--------------------------|
| a. Has the project developed an information retrieval system that provides accurate data?
<i>(This system may be automated or manual.)</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Does the project use data summary sheets, actual case/client records, or other concrete documents to validate project performance/direct support? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6. Project Staff Duties & Responsibilities

(Ensure that project staff made other project staff available for interviews during the visitation.)

- | | | | |
|--|-------------------------------------|-------------------------------------|--------------------------|
| a. Have all grant funded project staff positions been filled? <i>(If no, please explain.)</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are grant funded job duty statements "project specific"? <i>(not a copy of the county's local agency job duty statement.)</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Do project staff meet all special skill certifications required? <i>(If no, please explain.)</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Are staff performing duties outlined in the Grant Award Agreement? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Have project staff assumed duties for more than one CalEMA-funded project?
<i>(If yes, please explain.)</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| f. Are there any programmatic problems unique to this project? <i>(If yes, please explain.)</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

7. Program Specific Requirements

- | | | | |
|---|-------------------------------------|--------------------------|-------------------------------------|
| a. Are Project Income Reporting forms completed and mailed to Cal EMA on a quarterly basis?
<i>(Only required if asset forfeiture funds are received and/or expended.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b. Is a copy of the signed DEC Protocol MOU kept on file at project headquarters? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**ANTI-DRUG ABUSE PROGRAM
PERFORMANCE SITE VISIT FORM**

I. PROGRAMMATIC REVIEW (continued)

	YES	NO	N/A
c. Are there any outstanding issues related to carrying out the DEC Protocol requirements? <i>(If yes, please explain.)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Is a copy of the ADA Steering Committee minutes in file?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Are the minutes dated and signed by law enforcement, prosecution, probation and the county drug administrator? If no, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Do the minutes include a description of the plan and distribution of funds? If no, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Is a copy of the Operational Agreement in file?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Is the Operational Agreement dated and signed by all participating agencies? If no, please explain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADMINISTRATIVE REVIEW

A. General

1. Program Files

a. Is the project familiar with preparation requirements for the following frequently used Cal EMA forms:			
(1) Cal EMA Form 2-223, Grant Award Modification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Cal EMA Form 2-201, Report of Expenditures and Request for Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Personnel Policies

a. Are written personnel policies in place and available to all employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Do the policies discuss work hours, compensation rates, including overtime, and benefits; vacation, sick, or other leave allowances, hiring and promotional policies?	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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II. ADMINISTRATIVE REVIEW (continued)

B. Financial Requirements

1. Functional Time Sheets

	YES	NO	N/A
a. Does the project use a Functional Time Sheet for all project positions employed less-than fulltime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are functional time sheets completed correctly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Is the percent (%) of time project staff spend on other non-project duties being tracked? (If no, provide a discussion concerning any recommendations made to the project.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Duties of the Financial Officer

a. Has the project taken steps to assure that the duties of the financial officer are separate from that of the bookkeeper and project director? (separation of duties)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Do the financial officer and project director interact successfully on project expenditure decisions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Financial Source Documentation

1. Does the project maintain updated budget pages on all approved grant award modifications?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the project maintain Confidential funds? If so, are protective safeguards and policies in place? Describe:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. If project income is acquired, is it tracked and reported? If no, please explain.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Has the project submitted Reports of Expenditures on time?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there other issues concerning project expenditures and reporting? If so, please explain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ANTI-DRUG ABUSE PROGRAM
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II. ADMINISTRATIVE REVIEW (continued)

D. Equipment

1. Acquisition

	YES	NO	N/A
a. Are equipment purchases authorized budget items?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Was equipment purchased in accordance with the Grant Award Agreement and affixed with state tags?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Does the project maintain inventory control logs of equipment purchased with grant funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

E. State/Federal Administrative Requirements

1. Mandated State and Federal Programs

(Determine whether or not the following documents are posted at the site visited)

a. A current Equal Employment Opportunity (EEO) Policy Statement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. A current "Harassment or Discrimination in Employment is Prohibited by Law" poster?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. A current Drug-Free Workplace Policy statement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Documentation of the California Environmental Quality Act (CEQA) on file? EXEMPT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

III. PROGRAMMATIC, ADMINISTRATIVE, AND FINANCIAL DISCUSSIONS

(Provide a summary of observations, findings, and recommendations made during the visit)

Per my request persons having routine fiscal and programmatic responsibilities were present along with the Deputy District Attorney (funded in part by this grant). All required documentation was provided to me in a complete and well organized manner.

I gave an overview of my role and responsibilities in representing Cal EMA and asked if there were any questions to be asked of me before we began the programmatic review. There were no specific questions regarding the ongoing Anti-Drug Abuse (ADA) program, except for a short discussion on the future of ongoing ADA funding and the potential for delays due to the passage of the Governors State Budget for FY 2010/11.

I gave Kathy a brief tutorial of the Bureau of Justice Assistance's Performance Measurement Tool (BJA's PMT) online reporting system. I explained that the deadline for the final quarterly progress report has been moved up from 8/1/2010 to 7/15/2010 and that the DA's Office can either #1) submit a paper final quarterly report to me @ CalEMA or #2) log into the PMT and enter statistical reporting data directly into the online system. If option #2 is selected—I will need to be notified by email once the data is ready for me to review and approve.

When I asked if there were any obstacles encountered in administering the program I was told there were none. We talked about the Solano Narcotics Enforcement Team (Sol-NET), and the CA Multi-jurisdictional Methamphetamine Enforcement Team (Cal-MMET) supported by the District Attorney's Office's administration of the ADA Prosecution Program and the collective efforts that make this a successful program.

The Solano County District Attorney's ADA Prosecution Program is well managed. Staffing assigned to the project are very knowledgeable of their duties and responsibilities including creating and maintaining documentation in support of Cal-EMA funded activities.